Lesson 3 Galleries and Themes

A Gallery is a collection of formats which can be applied to various elements , such as the Themes Gallery in PowerPoint. A Gallery most often appears as a result of clicking on an item on one of the Ribbon tabs. **1**

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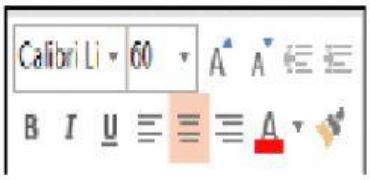
The selections in a *Gallery* incorporate a feature called **Live Preview.** When the mouse cursor hovers over a selection in a *Gallery*, you document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

Mini Toolbar

The **Mini Toolbar** is a semi-transparent toolbar that appears when you select text. **2**

When the mouse cursor hovers over the **Mini Toolbar**, it becomes completely solid and can be used to format the selected text. **2**



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The Status Bar.

The **Status Bar** can be customized to display specific information. Below shows the default *Status* Bar for **PowerPoint**. **3**

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Right-clicking on the Status Bar brings up the menu to the right, which enables you to change the contents of the Status Bar by un-checking an item. 4

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Themes

A **Theme** is a set of formatting options that is applied to an entire presentation. A theme includes a set of colours, a set of fonts, and a set of effects. Using themes shortens formatting times and provides a unified,professional appearance**.**

The **Themes** group is located on the **Design** tab, it allows you to select a theme from the **Themes Gallery**,apply variants and customize the colours,fonts and effects of a theme. **4**

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Applying a Theme to a Presentation

1. On the **Ribbon**, select the **Design** tab.
2. In the *Themes* group, hover over a theme with your mouse to see a preview.
3. *Click* the **arrow** to scroll to **additional themes**. **4**

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4. Select a theme by clicking on the **thumbnail** of your choice within the *Theme group*.

Applying a Theme Variant

1. On the **Ribbon**,select the **Design** tab.
2. In the *variants* group, hover over a variant with your mouse to see a *preview*.
3. *Click* the **down-arrow** to view any *additional variants*.
4. *Select* a variant by clicking the **thumbnail** of your choice within the *variants*. **5**

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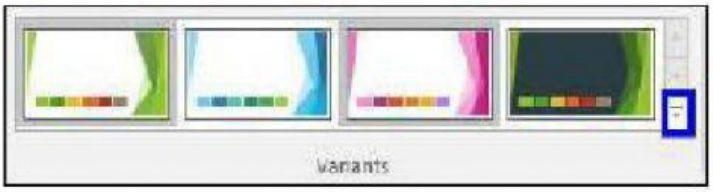
Changing the Colour Scheme of the Theme.

It may be necessary to change the colour of a theme to better suit your presentation. In order to change the colour scheme after applying a theme to your presentation.

1. From the Variant group, click the down-arrow with the line above it, in the bottom right corner. **6**



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2. *Select* colours from the **menu**.**7**

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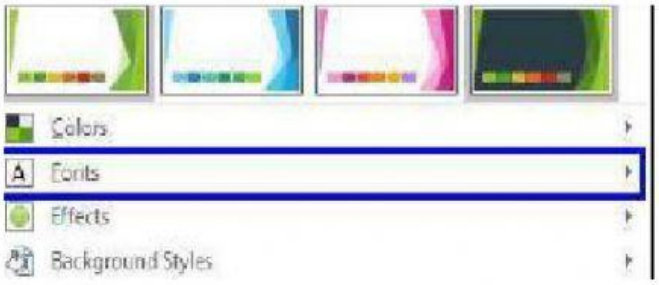
3. *Select* a colour scheme from the list that **appears**.

Changing the Fonts of a Theme

In order to change the fonts of an applied theme.

1. From the **variants group**, *click* the **down-arrow** with the **line** above it, in the **bottom right** corner. 8
2. *Select* Fonts from the **menu.**



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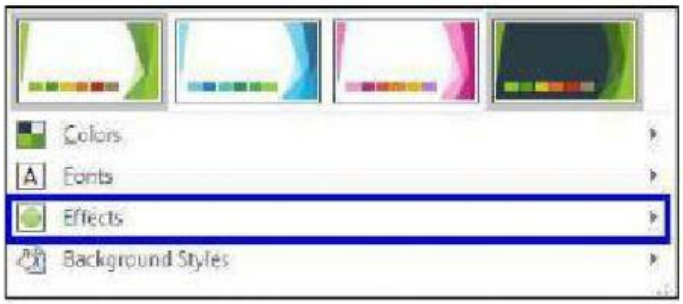
3. Select your desired font from the list that appears.

Changing Effects of a Theme.

In order to alter the visual effects of an applied theme.

1. From the *Variant groups*, *click* the **down-arrow** with the line above it, in the **bottom right corner.**
2. *Select* **effects** from the **menu**. **9**



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3. Select your desired effects from the list that appears.

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Questions

1. **Describe how you would apply a theme to your presentation?**

2. **In the Gallery what can you choose to apply to your presentation?**

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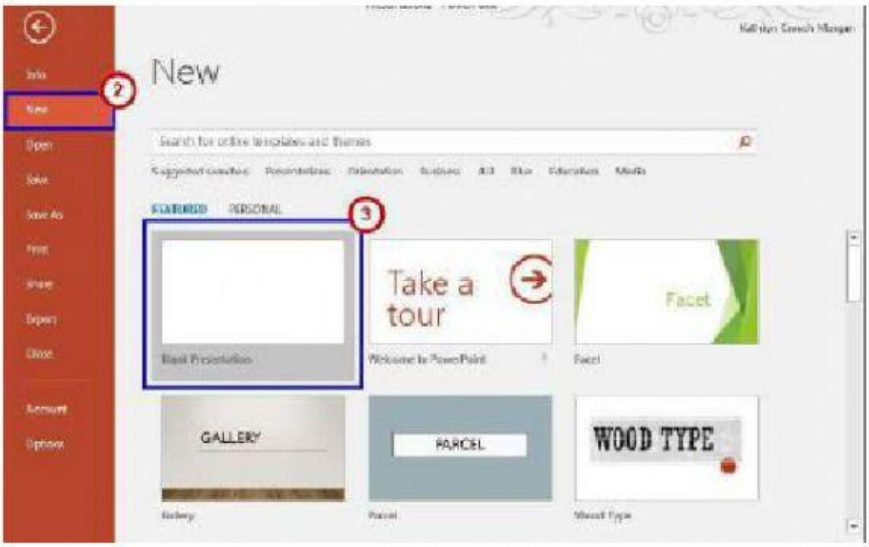
Lesson 5 How to Create a New Presentation

In this Lesson we will learn how to create a new presentation.

1. *Click* on the **File** tab.
2. *Choose* **New**.
3. *Double-click* on **Blank** presentation.



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4. A new blank presentation will be created.

Saving a Presentation

You *created* a new presentation. Now you should save the presentation so that you can use it later. The **Save** command, available from the **File** tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, you are prompted to enter a file name for the presentation, and you are asked in which location you would like the file to be saved.

File Formats

PowerPoint 2016 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.

How To Save a Presentation

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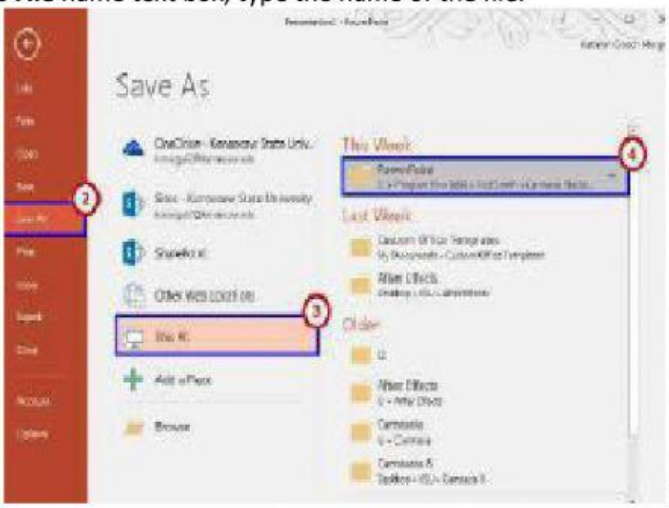
1. *Click the File tab,*
2. *Choose Save As to save the presentation with a* ***new name*** *in.*
3. *Select* ***Computer*** *to save to the* ***local drive*** *.*
4. *Select* your desired folder. **2**

5. In the **File** name text box, type the name of the file.



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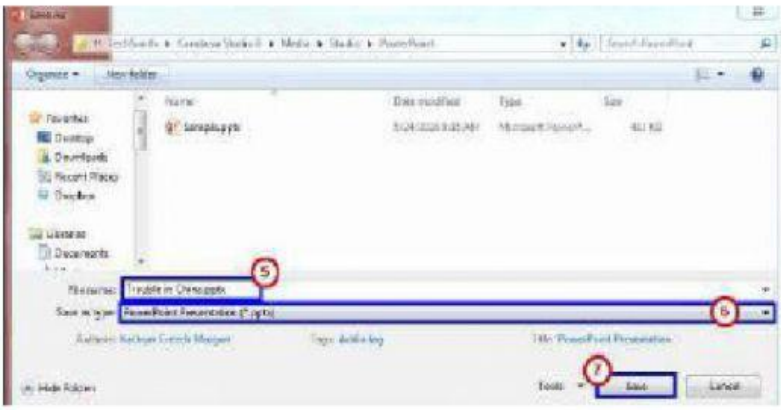
6. *Click* **Save as** and type the name of the presentation. 3

- For a presentation that can be opened only in PowerPoint 2016 or in PowerPoint 2013, in the *Save as Type* list, select **PowerPoint Presentation (*.pptx).**
- For a presentation that can be opened in either PowerPoint 2016 or earlier versions of PowerPoint, select **PowerPoint 97-2003 Presentation (*.ppt).**

7. *Click* **Save**.



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Note: You can also press CTRL+S or click **Save** near the top of the screen to save your presentation quickly at any time.

Appearance

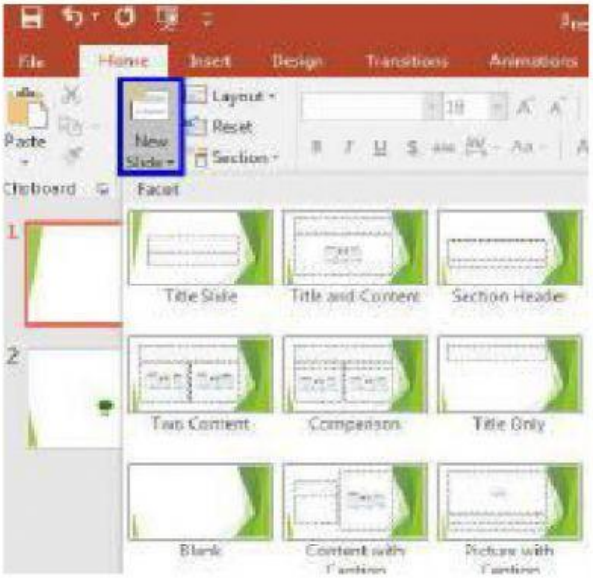
Slides

You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation is it important that you decide on the design and layout, Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver a visually effective presentation.

Adding a New Slide

1. Within the slides pane, select the slide that you would like to Insert a new slide after.
2. On the **Home** tab in the **Ribbon**, *click* the *drop-down arrow* next to **New Slide**,within the **Slides** group, to display the *default* list of *layouts*.
3. From the **New Slide** *drop-down* list, select a *layout* to **Insert**. **4**



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Below are the slide layouts that can be used.

Types of Slide Layouts

Title Slide		This layout includes placeholders for a main title and a subtitle.
Title And Content		This layout includes a placeholder to enter slide title and a place for text, charts, tables, pictures, clip art, and SmartArt graphics.
Section Header		This layout allows space for section and sub-section titles.
Two Content		Much like the Title and Content slide layout, this layout offers a place for slide title text and two content places for text, charts, tables, pictures, clip art, and SmartArt graphics.
Comparison		This layout is just like the Two Content layout with the addition of two text placeholders to aid in compare and contrast slides.
Title Only		This layout offers a place to enter title text.
Blank		This is a blank slide with no placeholders.
Content With Caption		With this slide you can enter a title, text, and content such as additional text, charts, tables, pictures, clip art, and SmartArt graphics.
Picture With Caption		This layout offers a place for a picture and caption text.

Questions

1. **Describe how you would create a new presentation?**

2. **How do you add a New slide to a presentation?**

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